**TEAM RETREAT RE-ACTIVATE/RCREEE**

7-9 February 2017

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| Subject | Details | Responsible |
| Date | 07.02. 14.00h - 09.02. 13.00h |  |
| Arrivals/  Departures | 06.02. arrival Steffen, Simon, Najia, Katarina  07.02 arrival Ali, Martin, Zeineb, Amal (?) plus RCREEE  09.02. departure RCREEE  10.02 departure Simon, Najia, Katarina, Amal (?), Ali, Martin, Zeineb | Booking of flights, organizations of visas: Amal, Zeineb  Booking of accommodation, organization of transfer: RCREEE |
| Venue | MENA House Cairo | RCREEE |
| Side Program | 1. Joint Dinner on Tuesday 2. Joint excursion on Thursday | RCREEE |

**Agenda Points**

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| Agenda Points | Preparation |
| 1. Planning 2017 | Each one prepares an ‘action plan/feuille de route’ of his/her activities (two slides) |
| 1. Events 2017 | Each one prepares a short overlook of the events he/she plans to organize (incl. objectives, expected outcomes, target groups…) |
| 1. Outreach though publications and communication channels | SE to present a draft outreach plan for the final project phase, incl. an outlook beyond 2017 |
| 1. Impact Assessment | SE will present a draft slide with possible tools to be used as well as with the key questions to be asked  Everybody will prepare one slide and present the expected (incl. quantitative) impacts of his/her work and show how he/she has verified or will verify that these are achieved until the end of the project  GIZ’s Employment Promotion Project in Egypt (which also coordinates MINO’s “Employment Promotion Work Group”) will be invited to present their experiences  A the end, a specific approach/tool will be agreed upon, together with a clear work agenda for the impact assessment by project members |
| 1. Sustainability of results |  |

**Work Agenda**

| Day 1: Tuesday, 7 February | | |
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| Time | Item | Moderator/Speaker |
| 14:00 - 14:30 | **Opening of the Retreat, Welcome of Participants** | Steffen, Maged |
| 14:30 - 16:00 | **How to use the time until the end of the project?**  Presentation of (realistic) work plans & deliverables for each country with time tables & deadlines | Moderator: Maged  Speakers: All |
| *16:00 – 16:30* | ***Coffee Break*** |  |
| 16:30 - 18:00 | **Where are the concrete internal (and external) interactions / connecting points?**   * When do we have which deliverable? * How can these be used and shared? * Adjustments foreseen? Be realistic! | Moderator: Steffen  Speakers: All |
| *18:00* | ***Wrap up*** |  |
| *19.00* | ***Joint Dinner*** |  |

| Day 2: Wednesday, 8 February | | |
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| Time | Item | Moderator/Speaker |
| 09:00 - 10:30 | **Impact Assessment, part 1**   * + Input speech: which approaches and tools are currently available and used by GIZ? What are the experiences, what the pros and cons? Which are being used and have worked in the MENA?   + Plenary Discussion | Moderator: Maged  Speakers: Steffen/  External Expert |
| *10:30 – 11:00* | ***Coffee Break*** |  |
| 11:00 - 12:30 | **Impact Assessment, part 2**   * + Presenting activities: What are the main deliverables? What concretely to do with them?   + What is the expected impact? How to measure?     1. Which to choose tool?     2. How to implement the process?     3. Deadlines and responsibilities! * Plenary Discussion | Moderator: Steffen  Speakers: All |
| *12:30 – 13:30* | ***Lunch Break*** |  |
| 14 :30 – 16:00 | **Group Work / Outbreak Session** |  |
| *16:00 – 16:30* | ***Coffee Break*** |  |
| 16 :30 – 18 :00 | **Presentation and Discussion of Results** |  |
| *18:00* | ***Wrap up*** |  |
| *Afterwards* | ***Free Evening*** |  |

| Day 3: Thursday, 10 February | | |
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| Time | Item | Moderator/Speaker |
| 09:00 – 10:30 | **How to organize the outreach in the final phase?**   * **Group Work: Publications** * Key question: Which results how and where to publish and with what aim and target group? * **Group Work: Events** * Key question: Which events when and where to organize and with what aim and target group? * **Group Work: Communication** * Key question: Which communication channels (energypedia, Taqaway, RaSeed…) how to use and with what aim and target group? * 30 minutes group work, followed by the presentation of a concept note from each group * Plenary discussion | Moderator: Maged  Participants: All |
| *10:30 – 11:00* | ***Coffee Break*** |  |
| 11:00 - 12:30 | **How the ensure the sustainability of project results?**   * Transfer to RCREEE and other partners? * Integration into future GIZ (or other) projects? * Organization of internal GIZ Workshops at focus country level to present proposals * Plenary Discussion | Moderator: Steffen  Participants: All |
| *12:30* | ***Wrap up*** |  |
| *13.00* | ***Joint Lunch Followed by Excursion*** |  |